



DICKY BEACH SURF LIFE SAVING CLUB

POSITION DESCRIPTION

Position Title: Team Manager

Reporting To: Surf Sports and Competition Committee

This is a voluntary position and carries no salary or designated hours

Purpose of the Position

The Team Manager provides administration in co-ordinating the competition measures for Dicky Beach Surf Life Saving Club competitors including providing assistance to the Surf Sports Officer, Registrar and Team Coaches in relation to their roles.

Pre-requisites

To nominate for the position of Team Manager you must:

- Be a current financial member of the Club.
- Not have been convicted on indictment or sentenced to a term of imprisonment for a summary offence required to be disclosed by the *Criminal Law (Rehabilitation of Offenders) Act 1986*;
- Not have been a bankrupt; or entered into a deed of arrangement; or made a composition which remains unpaid; in accordance with the *Bankruptcy Act 1966* or corresponding law of another external territory;
- Be eligible to hold a clearance for working with children in accordance with the *Working with Children (Risk Management and Screening) Act 2000*;
- Must have served on at least one senior Active Club Committee for a period of not less than two years;
- Preferably hold a level 1 Official's qualification;
- Must not have any negative judicial findings recorded against you in the lifesaving movement;
- Have experience and or proven ability to fill a leadership role in a not-for-profit volunteer based organisation;
- Have a strong commitment to the ideals of surf lifesaving;
- Have a high standard of oral communication, interpersonal skills and effective volunteer management skills; and
- Have a complete understanding of the Codes of Conduct.

Objectives of the Team Manager

- Provide effective co-ordination and management of Dicky Beach Surf Life Saving Clubs' competition team members at all surf lifesaving competitions;
- Maintain an up-to-date knowledge of the current SLSA Competition Manual and associated circulars;
- Be a member of the Surf Sports Selection Committee; and

- Assist in ensuring Dicky Beach Surf Life Saving Club is working towards the mission and vision of the strategic plan and implementing the operational plan in accordance with the club's Policies and Procedures.

Responsibilities and duties

- Report to the Surf Sports Officer;
- Co-ordinating the assembly (after selection), transport, accommodation and be responsible for the conduct and behaviour of competitors and team;
- In conjunction with club coach/es, receive and arrange entries for carnivals. Entries are to be endorsed by the Club Secretary (when indicated), and then forwarded (by appropriate means) to the proper destination;
- Record the attendance of competitors at carnivals and all results in competition and forward the latter to the Club Registrar and Club Administrator;
- Submit a written report to each Surf Sports and Competition Committee Meeting for forwarding to the Board of Directors;
- Assist with any displays or demonstrations required in which the club is involved;
- Attend all official briefings at events where the club is represented, either in person or by his appointed proxy;
- Have the power to discipline members of a Touring Team;
- Prepare and present a budget (if required) for each competition attended and any associated team being managed for the Surf Sports Officer;
- Be granted and maintain a 'Petty Cash' float of \$220 before the first carnival the club attends for the explicit reason to fund any formal protest(s) lodged at any carnival. If/when used, receipts must be forwarded to the Club Treasurer. After the last carnival attended the Petty Cash Float shall be returned the Club Treasurer;
- In the case of large financial commitment, submit a statement with receipts and invoices within thirty days after the completion of the event;
- Liaise with the Registrar on patrol hour requirements for surf sports competition;
- Be active in ensuring compliance with the Child and Youth Risk Management Strategy and all Codes of Conduct; and
- Observe and encourage others to comply with the Policies and Procedures as prescribed in the By-Laws and Policies and Procedures Manual, including providing reports and other requested information on the appropriate reporting templates.

Skills and Experience

- Minimum three (3) years general lifesaving involvement; and
- Experience working in a volunteer organisation, preferably with surf lifesaving.

Personal Qualities

- Good written and verbal communication skills;
- Ability to work with others;
- Neat and tidy presentation;
- Ability to prioritise tasks and handle multiple job workloads;

- Attention to detail; and
- Ability to adapt to a changing environment.

Relationships

With	Purpose
1.President	Provide Strategic input to all functional areas of the club
2.Registrar	
3.Surf Sports Officer	

Re-election Period

Annually at the AGM.